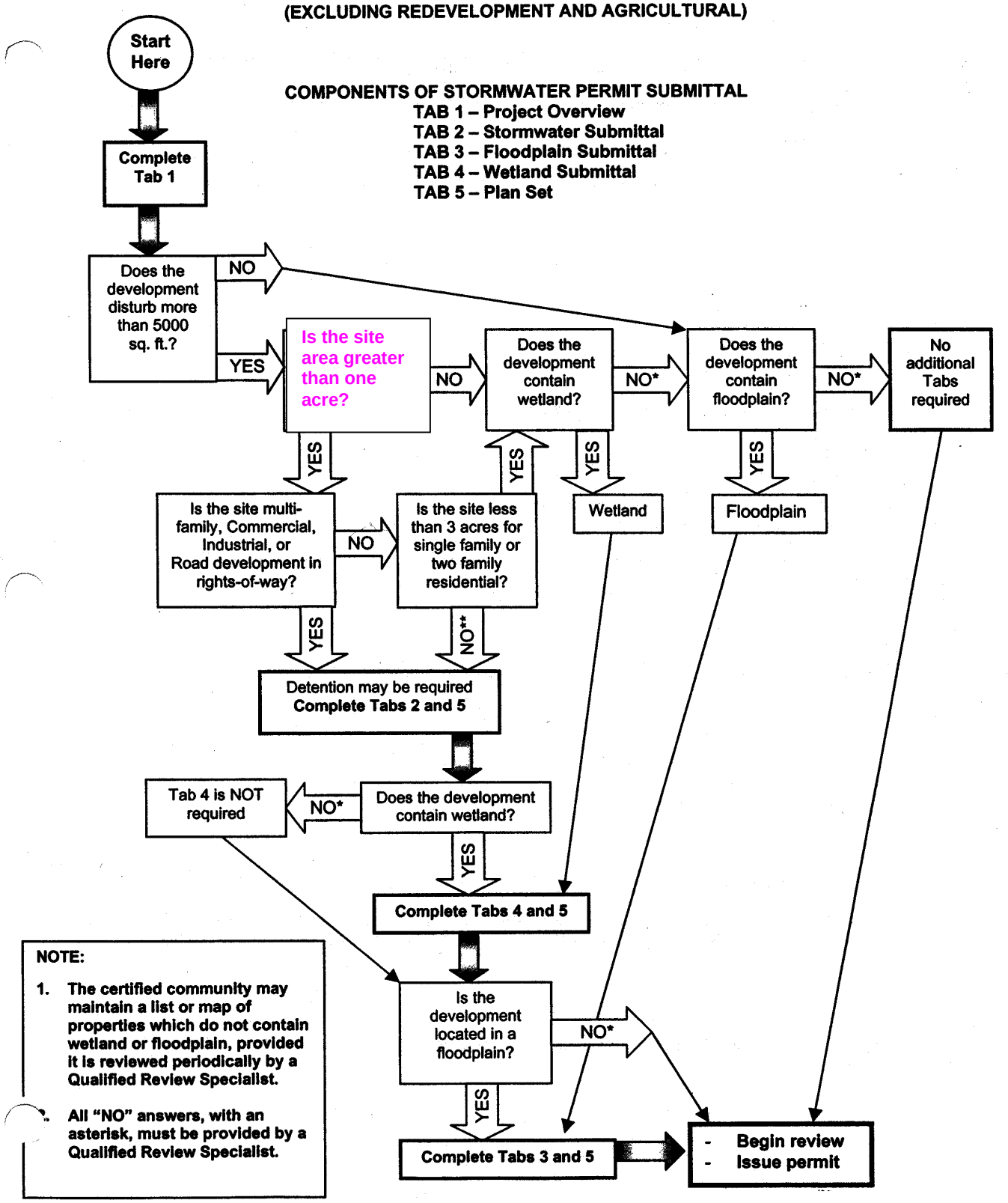
Please highlight flow chart where applicable and return with Form 2 and Form 3 (tab 1) to the City of St. Charles – Engineering Department.

A $50 Permit Application fee should accompany the Permit Application.
Please make checks payable to the City of St. Charles.

FORM 1

KANE COUNTY STORMWATER MANAGEMENT TYPICAL PERMIT SUBMITTAL FLOWCHART
(EXCLUDING REDEVELOPMENT AND AGRICULTURAL)



REVISION DATE: 10/21/00

City of St. Charles Stormwater Management
Permit Application(must be completed & returned)

FORM 2

Date Application Received:

Name & Address of Applicant: Name & Address of Owner(s): Name & Address of Developer:

_____ _____ _____

_____ _____ _____

_____ _____ _____

Title: _____

Contact information during business hours:

Phone: ( ) _____ Phone: ( )_____ Phone: ( )_____

Fax: ( ) _____ Fax: ( )_____ Fax: ( )_____

e-mail : _____ e-mail : _____ e-mail : _____

Indicate which Submittals apply to application* {flowchart (Form 1) must be attached}:

	YES	**NO**
Flow Chart Attached	o	o
Stormwater Submittal	o	o
Flood Plain Submittal	o	o
Wetland Submittal	o	o

Special management areas encroach the development o **YES** o **NO**

Common Address of Development: Legal Description (attach):

_____ _____
Street Address ¼ Section, Township, Range

_____
Community

_____ _____
Name of local governing authority P.I.N.(s)

_____
Watershed planning area and tributary

Is any portion of this project now complete? _____ Yes _____ No, If "yes," explain in description portion.

I hereby certify that all information presented in this application is true and accurate to the best of my knowledge. I have read and understand the Kane County Stormwater Management Ordinance, and fully intend to comply with those provisions.

_____ _____
Signature of Developer Date

I have read and understand the Kane County Stormwater Management Ordinance, and fully intend to comply with those provisions. I also waive my right to object to the formation of a Special Service Area (SSA) in accordance with the Stormwater Management Ordinance.

_____ _____
Signature of Owner Date

FORM 3

City of St. Charles Stormwater Management

Submittal Checklist (Tab 1 must be completed & returned)

Applicant:	Reviewer:

The following tables contain a checklist of the requirements before a review for a Stormwater submittal will be accepted. The flow chart on the previous page shall be completed prior to completing the following tables. The flow chart identifies which Tab(s) need to be completed for a particular submittal. Not all requirements pertain to every stormwater submittal. For those requirements that you believe do not pertain to this submittal, please give the reasons in the comment box.

TAB 1 – PROJECT OVERVIEW

Identifier	Required	Section	Comments
1A	Completed Stormwater Permit Application	**503(b)**	
1B	Copy of a completed Joint Application form with transmittal letters to the appropriate agencies (wetland or floodplain submittal).	**503(b)**	
1C	Copies of other relevant permits or approvals (include applications if permits have not been issued)	**503(b)**	
1D	Narrative description of development, existing and proposed conditions, and project planning principles considered, including BMPs utilized.	**503(b)**	
1E	Subsurface drainage investigation report	**503(b)**	

Name of Applicant:_____ Name of Reviewer:_____

Signature of Applicant: Signature of Reviewer:

Date: Date:

PROJECT INFORMATION:

Project Name:

Site Location:

Township, Range:

Sit Area (acres):

Please check the following activities that apply (from the flow chart):
Type of development: oResidential oCommercial oIndustrial oAgricultural oOther

The site has the following constraints:	**(FOR CITY USE ONLY)**	
Floodplain	Floodway	Wetlands
oYES	oYES	oYES
oNO	oNO	oNO
_____	_____	_____
Qualified Review Specialist Signature	Qualified Review Specialist Signature	Qualified Review Specialist Signature
_____	_____	_____
Print Name	Print Name	Print Name

NOTE: Please attach a narrative project description to this Tab, if Applicant is not completing Tab 2.

City of St. Charles Stormwater Management Submittal Checklist

TAB 2 – STORMWATER SUBMITTAL

Identifier	Required	Section	Comments
2A	Narrative description of the existing and proposed site conditions. Include description of off-site conditions.		
2B	Schedule for implementation of the site stormwater plan.		
	Site runoff calculations:		
2C	Documentation of all procedures/assumptions used to calculate hydrologic and hydraulic conditions for sizing major and minor systems.	**202.3, 202.4, 202.8**	
2D	Cross-section data for open channels	**203.14**	
2E	Hydraulic grade line and water surface elevations under design conditions.		
2F	Hydraulic grade line and water surface elevations under base flood conditions.		
	Site runoff and storage calculations:		
2G	Calculation of hydraulically connected impervious area and corresponding retention volume.	**203.7**	
2H	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the allowable release rate.	**203.2, 203.4**	
2I	Documentation of the procedures/assumptions used to calculate on-site depressional storage.	**201.8**	
2J	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the storage volume.	**203.7 203.8**	
2K	Elevation-area-storage data.		
2L	Elevation-discharge data.	**203.5**	

City of St. Charles Stormwater Management Submittal Checklist

TAB 3 – FLOODPLAIN SUBMITTAL

Identifier	Required	Section	Comments
3A	Regulatory floodplain boundary determination:	**400**	
3B	Provide source of flood profile information.	**401.1a 402.6**	
3C	Provide all hydrologic and hydraulic study information for site-specific floodplain studies, unnumbered Zone A area elevation determinations, and floodplain map revisions.	**203.9, 203.10, 401.1**	
3D	Floodway hydrologic and hydraulic analyses for the following conditions:		
3E	Existing conditions (land use and stream system).		
3F	Proposed conditions (land use and stream system).		
3G	Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions.		
3H	Calculations used for model development.		
3I	Floodplain fill and compensatory storage calculations for below and above 10-year flood elevation:	**401.7**	
3J	Tabular summary for below and above 10-year flood elevation of fill, compensatory storage, and compensatory storage ratios provided in proposed plan.		
3K	Floodproofing measures:	**401.4**	
3L	Narrative discussion of flood proofing measures including material specifications, calculations, design details, operation summary, etc.		
3M	Flood easements when required by the countywide ordinance or local jurisdiction.		

City of St. Charles Stormwater Management Submittal Checklist

TAB 4 – WETLAND SUBMITTAL

Identifier	Required	Section	Comments
4A	Westland Delineation Report (COE format)		
4B	Calculation of required buffer (including width, size and vegetation quality)		
4C	Wetland Delineation Plan View Drawing:		
4C-1	Location of existing and proposed impacted or undisturbed wetlands.		
4C-2	Location of buffers.		
4C-3	Planting plan for buffer area.		
4C-4	Identify all required wetland management activities.		
4C-5	Submittal to the USACOE for permit application.		

City of St. Charles Stormwater Management Submittal Checklist

TAB 5 – PLAN SET SUBMITTAL

Identifier	Required	Section	Comments
5A	All drawings should be signed and sealed by a P.E.		
5B	Site Topographic Map:		
5B-1	Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet.		
5B-2	Existing and proposed contours on-site and within 100 feet of site.		
5B-3	Existing and proposed drainage patterns and watershed boundaries.		
5B-4	Delineation of pre-development regulatory floodplain/floodway limits.		
5B-5	Delineation of post-development regulatory floodplain/floodway limits.		
5B-6	Location of cross-sections and any other modeled features.		
5B-7	Location of drain tiles.		
5B-8	Location of all wetlands, lakes, ponds, etc. with normal water elevation noted.		
5B-9	Location of all buildings on the site.		
5B-10	Nearest base flood elevations.		
5B-11	FEMA and Kane County Survey Control Network benchmark.		
5C	General Plan View Drawing (may be more than one drawing for clarity)		
5C-1	Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet contour interval.		
5C-2	Existing major and minor stormwater systems.		
5C-3	Proposed major and minor stormwater systems.		
5C-4	Design details for stormwater facilities (i.e. structure and outlet work detail drawings, etc.).		
5C-6	Scheduled maintenance program for permanent stormwater facilities including BMP measures.		
5C-7	Planned maintenance tasks and schedule.		
5C-8	Identification of persons responsible for maintenance.		
5C-9	Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity.		

City of St. Charles Stormwater Management Submittal Checklist

Identifier	Required	Section	Comments
5D-1	Sediment/erosion control installation measures.		
5D-2	Existing and proposed roadways, structures, parking lots, driveways, sidewalks and other impervious surfaces.		
5D-3	Limits of clearing and grading.		
5D-4	Wetland location(s).		
5D-5	Proposed buffer location.		
5D-6	Existing soil types, vegetation and land cover conditions.		
5D-7	List of maintenance tasks and schedule for sediment/erosion control measures.		
5E	Vicinity Topographic Map:		
5E-1	Vicinity topographic map covering entire area upstream of the development site and downstream to a suitable hydraulic boundary condition.		
5E-2	A 2' contour map is preferred at a scale readable by the reviewer.		
5E-3	Watershed boundaries for areas draining through or from the development.		
5E-4	Soil types, vegetation and land cover affecting runoff upstream of the site for any area draining through the site.		
5E-5	Location of development site within the major watersheds.		

City of St. Charles Stormwater Management Submittal Checklist

TAB 6 – SECURITY SUBMITTAL

Identifier	Required	Section	Comments
	Estimate of Probable Cost to construct stormwater facilities.		
	Development security:		
	Schedule for the completion of stormwater facilities.		
	Irrevocable letter of credit for 110% of estimated probable cost to construct the stormwater facilities.		
	Right to draw on the security statement – signed by the holder of the security.		
	Right to enter the development site to complete required work that is not completed according to schedule.		
	Indemnification statement – signed by developer.		
	Sediment and erosion control security:		
	Irrevocable letter of credit for 110% of estimated probable cost to install sediment and erosion control facilities.		
	Right to draw on the security statement – signed by the holder of the security.		
	Right to enter the development site to complete required work that is not installed and maintained according to schedule.		
	Letter of Credit Requirements:		
	Statement that indicates that the lending institution capital resources at least $10,000,000, or as authorized.		
	Lending institution has an office location within the Chicago Metropolitan Area.		
	Lending institution is insured by the Federal Deposit Insurance Corporation.		
	Allows Administrator to withdraw without consent of developer.		
	Allows Administrator to withdraw within 45 days of expiration date.		

City of St. Charles Stormwater Management Submittal Checklist

TAB 7 – VARIANCE SUBMITTAL

Identifier	Required	Section	Comments
	Completed Stormwater Permit Application and all required submittals.		
	Completed variance petition including all information identified in Section 15-236.7.a.-1.		
	Statement as to how the variance sought satisfies the standards in Section 15-236.10. Address each condition separately.		

FORM 6

CERTIFIED COMMUNITY FORM FOR EXEMPT PROJECT

Name of Community/Unincorporated Area applying for exemption _____

Name, Address, and Title of Submitter:

_____
_____
_____
Title: _____

Indicate reason for exemption:

- o Substantial Development has commenced
- o Stormwater Development Plan provides:
  - minimum detention of 0.15 cfs/acre release rate
  - designed conveyance system for flow rates up to base flood with no damage
  - soil erosion and sediment control with Illinois Urban Manual

Description of Proposed Development (Describe in detail, including area of site, drainage area, project purpose and intended use, and estimated time until completion):

Location of Proposed Development:

_____
Name of waterway at development

_____
Street address or other descriptive location

Legal Description:

_____
¼, Section. Township, and Range

Review of this exemption is hereby made for authorization for the proposed development described herein. I certify that the information in this submission is true, complete, and accurate.

_____ _____
Signature of Submitter Date

Office Use Only

Municipal Approval	Date	Signature
Approved by Village/Council Board	_____	_____
Final Approval	Date	Signature
Director of Environmental Management	_____	_____
Special Conditions of Exemption:		

FORM 7

CERTIFIED COMMUNITY ANNUAL FORM FOR PROJECT STATUS
(This form shall be completed for each project)

Community _____ Date _____

Name, Address, and Title of Submitter:
_____
_____
_____

Telephone no. during business hours:
A/C (_____) _____ - _____
Fax no. (if applicable)
A/C (_____) _____ - _____

PROJECT INFORMATION:

Project Name: _____
Site Location: _____
Section/Township/Range _____

Check components that affect project:
o stormwater o floodplain o wetlands

Check Phase of Construction:
o pre-construction o during construction o post-construction

Please Describe Tasks completed during year:

Please Describe Tasks to be completed in the following year:

I hereby certify that all tasks completed during this year comply with the Kane County Stormwater Management Ordinance, and that all information presented in this submittal is true and accurate to the best of my knowledge.

_____ _____
Signature of Submitter Date

**A copy of every stormwater permit application (Form 2) shall be included with this form.*

FORM 8

INSPECTION CHECKLIST DURING CONSTRUCTION

1. Is the sediment an erosion control system as depicted on the plans installed?

2. Has the developer been maintaining the system after rain fall events?

3. Is there evidence of sediment being carried down stream from the development site at the project boundaries? If so, this is an indicator of an inadequate sediment erosion control plan and corrective action must be taken.

4. As construction progresses are there provisions for handling off site flows into the construction site without increasing upstream water surface elevations?

5. Is there adequate stormwater storage provided in sedimentation basins? Is there functional detention storage being provided for the development as it is being constructed? (In general some sort of detention basin must be in place prior to the construction of impervious surfaces).

6. Are existing wetlands to be preserved adequately protected during construction with fencing and other appropriate sediment and erosion control measures to limit both vehicle access and the impact of sediment from the constructions site?

7. Is any required culvert or bridge being constructed in a manner to provide the least disturbance of the aquatic resource?

8. Are buffers delineated in the field and protected from intrusion by construction vehicles and other construction activities?

9. Are any required restrictor structures installed as soon as practicable on the conveyance system?

10. Are sediments being removed from basins and disposed of properly on site in a manner that dos not promote their reintroduction into the stream system?

11. Are the limitations to the amount of area that can be worked being followed?

INSPECTION CHECKLIST AFTER CONSTRUCTION

1. Are required storm water detention/retention facilities in place and generally as they appear on the as-builts from the permitted plans?

2. Are any required restrictors in place and is the outlet control structure generally “clean”?

3. Are any required on site buffers around wetlands in place and free from prohibited activities?

4. Are there signs of failed construction?

    a. Settlement of berms.
    b. Slope instability.
    c. Accumulated sediment in detention/retention facilities.
    d. Questionable conditions at facilities related to retaining walls.
    e. Adequate stabilization of surfaces – i.e., stand of grass or other stabilizing means.

5. Have “record drawings” been submitted?

DEVELOPER'S STATEMENT

Right to Draw on Securities
Section 1201.1 (c&d) & 1202.1b

I, _____, do hereby grant to the Administrator of _____
Developers Name County/Municipality
The right to draw on performance security posted in accordance with the Storm Water Permit _____ for the purpose of completing any and all
(Number/Description)
Stormwater Facilities and completing or maintaining Sediment and Erosion Control Measures included in the referenced permit. The decision to draw on the security shall be at the discretion of the Administrator. I further grant the right to enter the property for the purpose of performing the work to whoever the Administrator designates and agree to indemnify _____ against any increased costs attributable to
County/Community
concurrent activities or conflicts between the Administrators design's and any other contractors on site. I further warrant that I am a duly authorized representative of the developer with the authority to make this statement, and that this statement shall remain binding until final inspection and acceptance of all permitted Stormwater Facilities.

STATEMENT FOR: _____
Developer
BY: _____
Name and Signature
TITLE: _____

RELEASED BY FINAL ACCEPTANCE

FOR: _____
County/Community
BY: _____
Administrator
DATE: _____

FEDERAL EMERGENCY MANAGEMENT AGENCY

OVERVIEW & CONCURRENCE FORM

O.M.B No. 3067-0148
Expires September 30, 2005

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472, Paperwork Reduction Project (3067-0148). Submission of the form is required to obtain or retain benefits under the National Flood Insurance Program. **Please do not send your completed survey to the above address.**

A. REQUESTED RESPONSE FROM FEMA

This request is for a (check one):

☐ CLOMR: A letter from FEMA commenting on whether a proposed project, if built as proposed, would justify a map revision, or proposed hydrology changes (See 44 CFR Ch. 1, Parts 60, 65 & 72).

☐ LOMR: A letter from FEMA officially revising the current NFIP map to show the changes to floodplains, regulatory floodway or flood elevations. (See Parts 60 & 65 of the NFIP Regulations.)

B. OVERVIEW

1. The NFIP map panel(s) affected for all impacted communities is (are):

Community No.	Community Name	State	Map No.	Panel No.	Effective Date
Ex: 480301	City of Katy	TX	480301	0005D	02/08/83
480287	Harris County	TX	48201C	0220G	09/28/90

2. Flooding Source:

3. Project Name/Identifier:

4. FEMA zone designations affected: (choices: A, AH, AO, A1-A30, A99, AE, AR, V, V1-V30, VE, B, C, D, X)

5. Basis for Request and Type of Revision:

a. The basis for this revision request is (check all that apply)

☐ Physical Change ☐ Improved Methodology/Data

☐ Regulatory Floodway Revision ☐ Other (Attach Description)

Note: A photograph and narrative description of the area of concern is not required, but is very helpful during review.

b. The area of revision encompasses the following types of flooding and structures (check all that apply)

Types of Flooding: ☐ Riverine ☐ Coastal ☐ Shallow Flooding (e.g., Zones AO and AH)

☐ Alluvial fan ☐ Lakes ☐ Other (Attach Description)

Structures: ☐ Channelization ☐ Levee/Floodwall ☐ Bridge/Culvert

☐ Dam ☐ Fill ☐ Other, Attach Description

C. REVIEW FEE

Has the review fee for the appropriate request category been included? ☐ Yes Fee amount: $_____

☐ No, Attach Explanation

Please see the FEMA Web site at http://www.fema.gov/mit/tsd/frm_fees.htm **for Fee Amounts and Exemptions.**

D. SIGNATURE

All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Name:	Company:	
Mailing Address:	Daytime Telephone No.:	Fax No.:
	E-Mail Address:	
Signature of Requester (required):		Date:

As the community official responsible for floodplain management, I hereby acknowledge that we have received and reviewed this Letter of Map Revision (LOMR) or conditional LOMR request. Based upon the community's review, we find the completed or proposed project meets or is designed to meet all of the community floodplain management requirements, including the requirement that no fill be placed in the regulatory floodway, and that all necessary Federal, State, and local permits have been, or in the case of a conditional LOMR, will be obtained. In addition, we have determined that the land and any existing or proposed structures to be removed from the SFHA are or will be reasonably safe from flooding as defined in 44CFR 65.2(c), and that we have available upon request by FEMA, all analyses and documentation used to make this determination.

Community Official's Name and Title:		Telephone No.:
Community Name:	Community Official's Signature (required):	Date:

CERTIFICATION BY REGISTERED PROFESSIONAL ENGINEER AND/OR LAND SURVEYOR

This certification is to be signed and sealed by a licensed land surveyor, registered professional engineer, or architect authorized by law to certify elevation information. All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Certifier's Name:	License No.:	Expiration Date:
Company Name:	Telephone No.:	Fax No.:
Signature:		Date:

Ensure the forms that are appropriate to your revision request are included in your submittal.

Form Name and (Number)	Required if …
☐ Riverine Hydrology and Hydraulics Form (Form 2)	New or revised discharges or water-surface elevations
☐ Riverine Structures Form (Form 3)	Channel is modified, addition/revision of bridge/culverts, addition/revision of levee/floodwall, addition/revision of dam
☐ Coastal Analysis Form (Form 4)	New or revised coastal elevations
☐ Coastal Structures Form (Form 5)	Addition/revision of coastal structure
☐ Alluvial Fan Flooding Form (Form 6)	Flood control measures on alluvial fans

Seal (Optional)

FORM 12

EROSION AND SEDIMENT CONTROL INSPECTION REPORT

Project Name: _____ File No: _____

Inspection Date: _____ Time:_____ Inspected by: _____

Stage of Construction

___ Pre-Construction Mtg. ___ Rough Grading ___ Finish Grading
___ Clearing & Grubbing ___ Building Construction ___ Final Stabilization

YES	NO	N/A	Inspection Checklist
__	__	__	1. Have all disturbed areas requiring temporary or permanent stabilization been stabilized? Seeded? Mulched? Graveled?
__	__	__	2. Are soil stockpiles adequately stabilized with seeding and/or sediment trapping measures?
__	__	__	3. Does permanent vegetation provide adequate stabilization?
__	__	__	4. Have sediment trapping facilities been constructed as a first step in disturbance activity?
__	__	__	5. For perimeter sediment trapping measures, are earthen structures stabilized?
__	__	__	6. Are sediment basins installed where needed?
__	__	__	7. Are finished cut and fill slopes adequately stabilized?
__	__	__	8. Are on-site channels and outlets adequately stabilized?
__	__	__	9. Do all operational storm sewer inlets have adequate inlet protection?
__	__	__	10. Are stormwater conveyance channels adequately stabilized with channel lining and/or outlet protection?
__	__	__	11. Is in-stream construction conducted using measures to minimize channel damage?
__	__	__	12. Are temporary stream crossings of non-erodible material installed where applicable?
__	__	__	13. Is necessary restabilization of in-stream construction complete?
__	__	__	14. Are utility trenches stabilized properly?
__	__	__	15. Are soil and mud kept off public roadways at intersections with site access roads?
__	__	__	16. Have all temporary control structures that are no longer needed been removed? Have all control structure repairs and sediment removal been performed?
__	__	__	17. Are properties and waterways downstream from development adequately protected from soil erosion and sediment deposition due to increases in peak stormwater runoff?